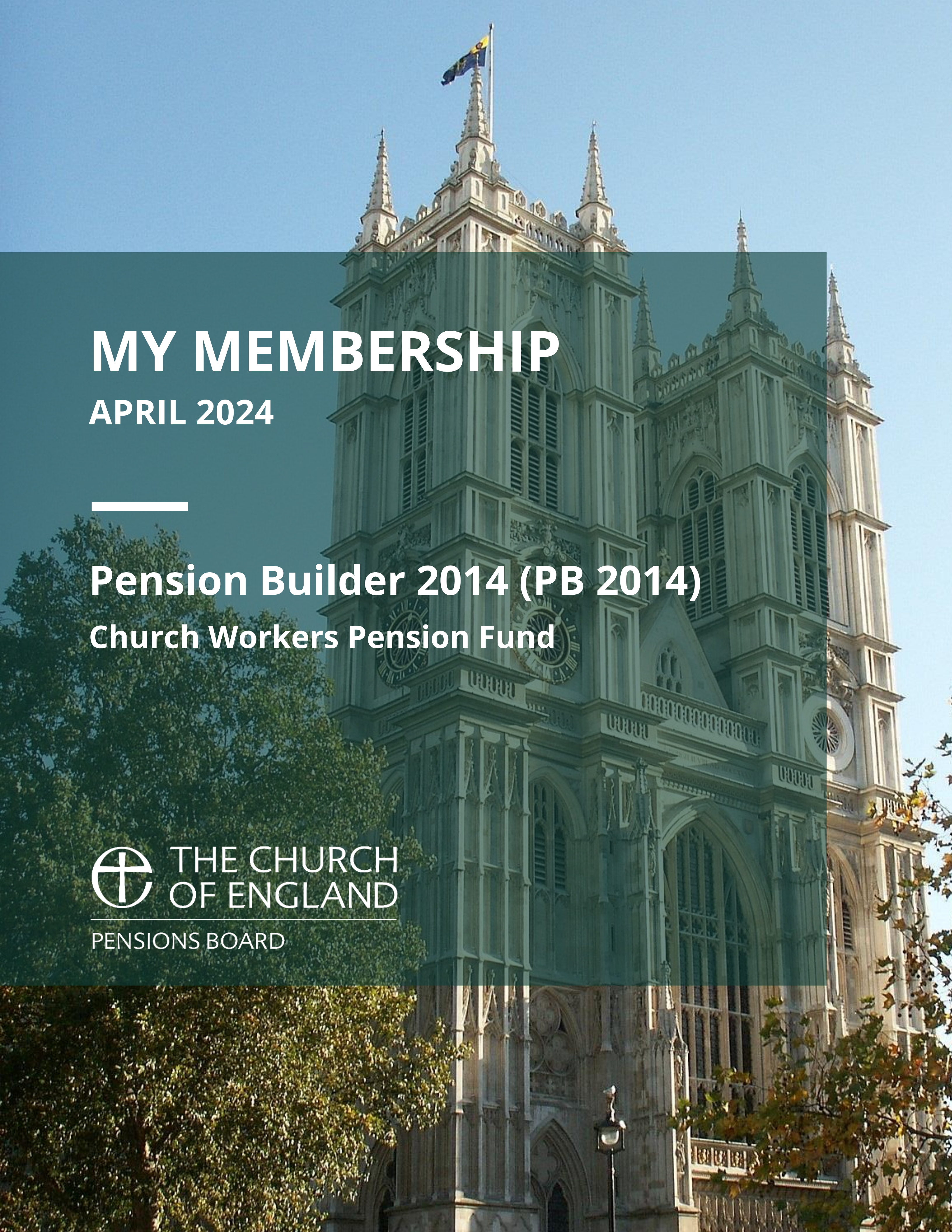

MY MEMBERSHIP

APRIL 2024

Pension Builder 2014 (PB 2014)

Church Workers Pension Fund

THE CHURCH OF ENGLAND

PENSIONS BOARD

Contents

My pension at a glance

This is one of five booklets that explain your PB 2014 pension. PB 2014 is a cash balance pension scheme. You build up a pension account which you can use to provide an income or a lump sum or both.

My membership	Joining is easy, your employer will enroll you, providing you meet a few criteria. We set you up with your own account. Your account is guaranteed not to go down in value, providing you take it at age 65.
My bonuses and investment	Bonuses are linked to investment performance and are discretionary. All contributions and bonuses are guaranteed not to go down in value unless you retire or transfers before age 65. Investments adhere to the Church of England ethical investment criteria.
My retirement	When you retire, you decide how you would like to use your pension account. You have several choices to suit your retirement needs.
My pension if I leave	If you leave after 2 years' service, we will keep your account invested with us. We will continue to invest your account and add bonuses. If you leave with less than two years' service, your employer has discretion over whether we keep your pension invested with us.
My pension if I die	If you die before you retire, we will pay your pension account to your beneficiaries. If you die while still an active member, we will also pay a lump sum of 2, 3, or 4x your salary.

How I become a member

You usually join PB 2014 from the first day you start employment, or within three months of you starting, if:

- you are aged between 22 and State Pension Age, and
- your salary is above the 'earnings trigger'.

This is known as 'auto-enrolment'. Your employer might enrol you if you do not meet these criteria. Ask your employer if you are unsure whether you will become a member.

The earnings trigger is set by the Government and is reviewed every year.

Check how your pension is building up on PensionsOnline

You can log into **PensionsOnline** and see your pension and bonuses building up. You can access **PensionsOnline** at:

pensions.churchofengland.org

Let us know if you need your registration code and we can send this to you.

Opting out

You do not have to join. You can opt out, but it is important you consider the benefits you will lose.

If you opt out, your employer will not pay into your pension, and you will lose your life cover.

If you want to opt out, contact us for an 'opt out notice.' We cannot send this to your employer, you must ask for this.

This is designed to stop your employer pressuring you to opt-out. Automatic enrolment means your employer may enroll you again in the future. You can opt out again if that happens.

Opting back in

If you change your mind after opting out, you can re-join. To opt back in contact your HR team for an 'opt in notice.'

Life cover

Your employer pays extra contributions to provide a lump sum if you die in service with your employer. There is no need to provide evidence of health.

This lump sum is either two, three or four times your pensionable salary. We will also pay the value of your account.

If you joined after June 2022, you can log into **PensionsOnline** and see your Scheme Summary, which has your life cover amount.

If you joined before June 2022, we can send you a copy of your Scheme Summary.

Transferring in

We do not accept transfers in.

Other pensions with the Church of England

If you have a pension with us from other employment within the Church, we need to keep these separate. We cannot combine pensions together.

We need to do this so we charge the correct employer's the correct amounts.

Paying into my pension

To meet automatic enrolment rules, at least 8% of your pensionable salary must go into your pension every month.

Your pensionable salary is usually your basic pay, but it might be more or less than this. Ask your employer if you are not sure.

Employer contributions

Your employer decides how much they contribute, but it will be at least 4% of your pensionable salary plus the cost of life cover.

What do I pay?

Your employer decides whether you must contribute, and how much.

Any contributions you pay are taken from your salary before tax, so you receive tax relief automatically if you pay income tax.

How does tax relief work?

Your contributions are taken from your monthly salary, so you receive tax relief up-front.

If you are a 20% taxpayer, for every £100 you save, only £80 comes out of your pay, or if you are a 40% taxpayer, only £60 comes out.

If you do not pay tax, unfortunately you do not get tax relief.

Additional Voluntary Contributions

You can save extra into your pension account to increase your retirement income. This is called saving Additional Voluntary Contributions, or AVCs. You can only save AVCs while you are an active member.

The easiest way is to save a monthly amount through your salary. Your employer's payroll will take this from your salary, so you receive immediate tax relief at your top rate of tax.

You can increase, decrease, stop or start any time. To start paying or change your AVCs, fill out an AVC form and send this to us. An AVC form is on our website.

Paying a lump sum can be a great way to give your AVCs a big boost. But be careful, you only receive tax relief on your taxable earnings.

If you are thinking of paying a large amount, speak to a financial adviser first to check how much tax you can claim back.

As you will have already paid tax on your lump sum, you can claim the tax back by competing a self-assessment tax return at **www.gov.uk/self-assessment-tax-returns**
HMRC usually refund you **after** the tax year has ended.

Do AVCs have a downside?

Once you pay AVCs, your savings are usually locked in. Make sure you pay AVCs at a time that suits you and when you can afford to pay in.

If you feel you might need or want access to your money before you retire there are other tax effective ways to save, such as ISAs. But, being locked away until you retire means your money is there when you might need it most.

Tax limits

You have a limit on how much you can save or earn in a pension each tax year. This is called your Annual Allowance. If you go over this, you usually have to pay a tax charge.

This limit includes how much your employer pays, plus anything you pay. It also includes how much you earn or save with other pensions. Check your Annual Allowance before deciding how much to pay.

If you exceed this during a tax year, you may have to pay tax on the excess.

You can find out more about Annual Allowance at:

gov.uk/tax-on-your-private-pension/annual-allowance

How my pension account works

You build up a pension account which is yours to take when you are ready. Find out what you can do with your account in the 'Your retirement' guide.

What happens to the contributions?

We add any contributions you and your employer pay to your own PB 2014 account.

We invest your account for you in line with the Church's ethical policies. You don't have to make an investment choice. We manage the investments for you.

Unlike a normal defined contribution pension, your account does not go up and down in line with the stock market. We guarantee your pot will not go down, unless you retire or transfer before age 65. If you retire or transfer age 65, we might reduce your account, depending on market conditions at that time.

How much might my account be?

This depends on how much is paid in, and, how much bonuses are before you retire.
As we do not know how much bonuses will be each year, it is not possible to say what your final account will be.

You can log into **PensionsOnline** and see how your pension is building up. We will also upload a copy of your annual pension statement. You can access **PensionsOnline** at:

pensions.churchofengland.org

Let us know if you need your registration code and we can send this to you.

How do bonuses work?

At the end of every year, we look at how well our investments performed over the last 12 months. If performance has been strong, after allowing for expenses and the cost of guaranteeing your account will not reduce, we will add a bonus to your account the following April.

You can find out more about how bonuses work in our 'My bonuses and investment' guide.

When can I take my pension account?

You can access your PB 2014 account at any age from 55 onwards. The Government will be increasing this to age 57 from April 2028.

If you want to take your account and keep on saving with other pensions, you will trigger the 'Money Purchase Annual Allowance'. This limits how much you can save in other pensions each year.

Find out more about this at:

churchofengland.org/pensions-technical

If you think you might take your account after age 75, there can be different tax rules, so it is worth checking these rules first.

Further information

Your pension on divorce

If you divorce or your civil partnership is dissolved, the court may take your pension into account as part of your settlement.

The court may decide part of your pension must go to your ex-partner. Please let us know if you need information about your pension and divorce.

State pension

Your State Pension is separate to your PB 2014 pension. We recommend you find out more about your State Pension entitlement to help you plan for retirement.

For more information and a forecast visit

gov.uk/check-state-pension

Family leave

This includes:

- Maternity
- Paternity
- Shared parental leave
- Adoption leave

Ask your employer what their policy is on pension contributions during family leave. You can also find out more about pensions during this period at

churchofengland.org/pensions-technical

Sick leave

If you are too ill to work, you will receive Statutory Sick Pay (SSP) if you normally earn more than the Lower Earnings Limit. SSP is treated as part of your earnings, or basic pay so you will keep earning pension while you receive SSP.

During sick leave, any contributions you pay will be based on your actual earnings. If your SSP is less than your usual pay, your contributions will go down too.

Unless there is something in your employment contract that sets a contribution rate, or your employer agrees to pay more, their contributions will decrease as well. This means you will build up pension at a slower rate until you come back from SSP.

You will still be covered for life cover while you receive SSP.

Once your SSP runs out, it is up to your employer whether contributions continue.

Disputes and complaints

We make every effort to provide you with an efficient and effective service. However, if you are unhappy with our service, please contact us first and we will do our best to resolve your issue.

If you are still dissatisfied, you can contact us at:

Chief Executive
Church of England Pensions Board
PO Box 2026
Pershore
WR10 9BW

If we cannot resolve your issue to your satisfaction you can ask for a 'formal complaint form' under our internal dispute process. This will include the full details of our complaint process.

Pensions Ombudsman

If you have a complaint or dispute concerning your workplace or personal pension arrangements, you can contact the Pensions Ombudsman.

10 South Colonnade
Canary Wharf
London
E14 4PU

0800 917 4487

pensions-ombudsman.org.uk

If you have general requests for information or guidance concerning your pension, head to the MoneyHelper website.

moneyhelper.org.uk

Contact us

The Church of England Pensions Board is the trustee and administrator of PB 2014.

Our office is located at Church House, 29 Great Smith Street, SW1P 3PS.

You can also contact us at:

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PO Box 2026
Pershore
WR10 9BW

0207 898 1802

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